

## REPORTING/MONITORING CHECKLISTS

The following checklist will be used in monitoring CDBG projects.



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 **Contracts**

National Objective

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National Objective:	Benefit to low and moderate income (LMI) persons	Economic development LMI
	General	LMI Specific
Copy of Survey Instruments:	No	
Survey Instruments Received:	No	
Copy of Tally Sheet:	No	
S/B - Resolution:	No	
Urgent Health & Welfare Documentation:	No	
MultiYear:	No	

Administrative Funds

Consultant:	No
Administration Costs:	
Contract on File:	No
How are Supplies/Equipment/Travel Calculated:	

## Environmental Review

<b>Environmental Review Record:</b>		No
	Date Received	On File?
<b>ECO Name/Documentation:</b>		No
	Date Received	On File?
<b>DPA On File?:</b>		No
	Date Received	On File?
<b>DPA Received by state:</b>		No
	Date Received	On File?
<b>DPA Signed by ECO:</b>		No
	Date Signed	Signed?
<b>Request for conditional release for architecture or engineering activities:</b>		No
	Date Received	
<b>Checklist Completed:</b>		No
	Date Received	On File?
<b>Comments on Checklist - Have the appropriate laws and regulations been completed in full by coordinating activities with those of other federal/state agencies responsible for implementing applicable laws:</b>		No
	Date Received	
<b>What environmental conditions have been identified by participating agencies as needing follow-up review on project completion:</b>	No DPA form or checklist required for AOG Admin/Planning activities. Release letter sent 4/30/07.	
<b>Does ERR Contain Public Notices:</b>		No
	Date Received	
<b>Environmental Assessment (FONSI):</b>		No
	Date Received	On File?
<b>Publications:</b>		No
	Date Received	On File?
<b>FONSI 15 Days Publication Date:</b>		
<b>Comment Dates:</b>	From	To
<b>Where all interested agencies notified:</b>	No	
<b>Request for release of funds &amp; certification recieved date:</b>		
<b>Comment Dates:</b>	From	To
<b>Signed by ECO:</b>	No	
<b>Returned Proof of Publication:</b>	No	
<b>Release Date from State:</b>		No
		On File?
<b>Date of conditional release:</b>		
<b>Date of full release:</b>	07/01/2007	
<b>Were there any substantial changes in the magnitude or extent of the project based on the review:</b>	No	No
		Were they Assessed?
<b>Were there any new environmental circumstances, which may have affected the project and were they assessed:</b>	No	
<b>Additional Comments:</b>		

## Construction & Labor

<b>Wage Rate Decisions:</b>			No
	Action Date		On File?
<b>Wage Rate Decision #:</b>			
<b>Additional Wage Rates Requested:</b>			No
	Action Date		On File?
<b>Wage Rate Decision #:</b>			
<b>If no request for Davis/Bacon over \$2,000 explain:</b>			
<b>Bid Advertisement 1st Attempt:</b>			No
	Action Date		On File?
<b>Bid Advertisement 2nd Attempt:</b>			No
	Action Date		On File?
<b>Bid Opening 1st Attempt:</b>			No
	Action Date		On File?
<b>Bid Opening 2nd Attempt:</b>			No
	Action Date		On File?
<b>Request for Contractor Eligibility:</b>			No
	Action Date		On File?
<b>Contractor Name:</b>			
<b>Bid Tabulation:</b>			No
	Action Date		On File?
<b>Pre-Construction Conference Minutes:</b>			No
	Action Date		On File?
<b>Reviewed/Received Copy of Spec/Contract:</b>			No
	Action Date		On File?
<b>Form 4010 in Contract:</b>			No
	Action Date		On File?
<b>Current Wage Rates in Contract:</b>			No
	Action Date		On File?
<b>Contract Amounts #1 Change Order:</b>	\$0		No
	Amount	Action Date	On File?
<b>Contract Amounts #2 Change Order:</b>	\$0		No
	Amount	Action Date	On File?
<b>Notice of Award:</b>			No
	Action Date		On File?
<b>Was Force Account Labor Used:</b>			No
	Action Date		
<b>Was Wage Restitution Required:</b>	\$0		No
	How Much	Action Date	
<b>Section 3 Compliance Required:</b>			No
	Action Date		
<b>Were Plans Prepared by Reg. Arch. or Eng.:</b>			No
	Action Date		

## Payroll Reviews

### Weekly Payrolls of General Contractor

Payrolls Submitted Weekly: No

Dates: Begin Date

End Date

Payrolls Numbered Sequentially: No

From

To

Payrolls Signed by Employer or  
Authorized Representative: No

Apprentice Registration Records: No

Records of Additional-Classification  
(HUD 4280A): No

Has Overtime been Paid: No

Have Payrolls been Reviewed by  
Grantee: No

Was Wage Restitution Required: No

If Yes, how was it accomplished:

### Employee Interviews

# of Employee Interviews  
Completed: No

Are Interviews Sufficiently  
Documented: No

Were a Representative Number of  
Trades Covered: No

Comments:

### Weekly Payrolls of General Sub-Contractor

Payrolls Submitted Weekly: No

Dates: Begin Date

End Date

Payrolls Numbered Sequentially: No

From

To

Payrolls Signed by Employer or  
Authorized Representative: No

Apprentice Registration Records: No

Records of Additional-Classification  
(HUD 4280A): No

Has Overtime been Paid: No

Have Payrolls been Reviewed by  
Grantee: No

Was Wage Restitution Required: No

If Yes, how was it accomplished:

### Employee Interviews

Employee Interviews Completed: No

Are Interviews Sufficiently  
Documented: No

Were a Representative Number of  
Trades Covered: No

Comments:

## Affordable Housing

Does grantee have the most current copy of the Consolidated Plan to demonstrate access to the information: No

Does the Consolidated Plan contain AFFH activities specific to grantee: No

What is the page number of the plan: 0.0

Does the grantee comply with HB 295 in having an affordable housing plan: No

Has assessment of local ordinance been completed to ensure there is no minority discrimination in housing activities: No

## Personnel Employment Policies

How are job vacancies advertised:

Does grantee observe EEO guidelines when advertising vacancies by using EEOE statement: No

Is an EEO statement contained in the policies: No

Do you maintain position descriptions and salary data as part of your personnel policies: No

Would someone be able to assess your organization's practices regarding compensation by reviewing your personnel policies: No

Does grantee maintain employment records: No

Does the employment data indicate possible deficiencies in providing employment opportunities to any group: No

Have any equal opportunity complaints been filed against the grantee: No

If yes, explain:

What is the approximate percentage of minorities in the recipient population: 0%

Comments, Suggestions, Deficiencies:

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What is the approximate percentage of minorities in the recipient population: 0%

Comments, Suggestions, Deficiencies:

## Monitoring Documentation

Interview: Date With

Interview: Date With

Was project consistent with original application and contract: No

If no, explain:

Physical site review or project:

## Public Hearings

First Public Hearing:	Notice	Hearing	No On File?
Second Public Hearing:	Notice	Hearing	No On File?

Last Edited By: Cheryl Elliott, 10/15/2007